

CJCSI 3207.01C  
28 September 2012  
CH 1, 8 August 2013

**DEPARTMENT OF DEFENSE  
SUPPORT TO HUMANITARIAN  
MINE ACTION**



**JOINT STAFF  
WASHINGTON, D.C. 20318**

(INTENTIONALLY BLANK)



# CHAIRMAN OF THE JOINT CHIEFS OF STAFF NOTICE

---

J-3

DISTRIBUTION: A, B, C

CJCSI 3207.01C CH 1

8 August 2013

## CHANGE 1 TO CJCS INSTRUCTION 3207.01C

1. Holders of CJCSI 3207.01C, 28 September 2012, "Department of Defense Support to Humanitarian Mine Action," are requested to make the following page substitutions:

Remove Pages

A-4

GL-1

Add Pages

A-4

GL-1

2. This change adds the Defense Threat Reduction Agency (DTRA) to Enclosure A and provides a list of functions DTRA may perform in support of the Department of Defense Humanitarian Mine Action Program when coordinated. It also adds DTRA to the Glossary.

3. When the prescribed action has been taken, this transmittal should be filed behind the basic document.

4. This notice is approved for public release; distribution is unlimited. DoD Components (to include the Combatant Commands), other Federal Agencies, and the public may obtain copies of this notice through the Internet from the CJCS Directives Home Page--[http://www.dtic.mil/cjcs\\_directives](http://www.dtic.mil/cjcs_directives).

5. Effective Date. These changes are effective upon receipt of this notice.

For the Chairman of the Joint Chiefs of Staff:



CURTIS M. SCAPAROTTI  
Lieutenant General, U.S. Army  
Director, Joint Staff



# CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

---

J-3

DISTRIBUTION: A, B, C

CJCSI 3207.01C

28 September 2012

## DEPARTMENT OF DEFENSE SUPPORT TO HUMANITARIAN MINE ACTION

References: See Enclosure D.

1. Purpose. This instruction defines responsibilities and provides guidance for planning and executing Department of Defense (DoD) support for humanitarian mine action (HMA) operations.
2. Superseded/Canceled. CJCSI 3207.01B, 1 November 2008, is hereby superseded.
3. Applicability. This instruction applies to all Joint Staff, Military Services, and Combatant Command (CCMD) activities tasked with planning, supporting, or executing foreign HMA operations. HMA is a form of humanitarian assistance (HA) and normally does not support military operations. HMA must not be confused with tactical countermine operations.
4. Policy. The goal of the DoD HMA program is to relieve human suffering and the adverse effects of land mines and other explosive remnants of war (ERW) on noncombatants while advancing the Combatant Commanders' (CCDRs') theater campaign plan and U.S. national security objectives. The DoD HMA program assists nations plagued by land mines and ERW by executing "train-the-trainer" programs of instruction designed to develop indigenous capabilities for a wide range of HMA activities. The U.S. Government (USG) Policy Coordination Committee (PCC) for Democracy, Human Rights, and International Operations Subgroup on HMA approves support for partner nations (PNs). The DoD representative to this interagency PCC is the Chief, HMA, Office of the Assistant Secretary of Defense (Special Operations/Low-Intensity Conflict) (OASD(SO/LIC)).
  - a. HMA as a Training and Security Cooperation (SC) Tool. HMA activities are a legitimate training opportunity for U.S. military units that have demining tasks on their mission-essential task list (METL). The operational requirements for deployment of U.S. military personnel in support of HMA

activities are identical to the deployment process for other similar training operations. The training requirements on a unit's METL for wartime training and deployments may be met during HMA training. HMA training activities are also a key SC tool available to a CCDR to gain training and other engagement opportunities in a specific country. Specifically, HMA activities can improve DoD visibility in the context of providing assistance to address a humanitarian need; build the capacity of the PN government; reduce or eliminate ERW; and build relationships with the PN government and its populace that can improve DoD access within a PN and/or region.

b. Exposure of USG Personnel to Explosive Hazards. By law, DoD personnel are restricted in the extent to which they may actively participate in ERW clearance and physical security and stockpile management (PSSM) operations during humanitarian and civic assistance. Under 10 U.S.C. 401(a)(1), Military Departments may carry out certain "humanitarian and civic assistance activities" in conjunction with authorized military operations of the armed forces in a foreign nation. 10 U.S.C. 407(e)(1) defines the term "humanitarian demining assistance" (as part of humanitarian and civic assistance activities) as "detection and clearance of land mines and other ERW, and includes the activities related to the furnishing of education, training, and technical assistance with respect to explosive safety, the detection and clearance of land mines and other ERW, and the disposal, demilitarization, physical security, and stockpile management of potentially dangerous stockpiles of explosive ordnance." However, under 10 U.S.C. 407(a)(3), members of the U.S. Armed Forces while providing humanitarian demining assistance shall not "engage in the physical detection, lifting, or destroying of land mines or other explosive remnants of war, or stockpiled conventional munitions (unless the member does so for the concurrent purpose of supporting a United States military operation)." Additionally, members of the U.S. Armed Forces shall not provide such humanitarian demining and civic assistance "as part of a military operation that does not involve the armed forces." Under DoD policy, the restrictions in 10 U.S.C. 407 also apply to DoD civilian personnel.

c. PCC Subgroup for HMA Approval. All requests for DoD HMA training and activities, including testing of new demining technology in foreign countries, will be vetted through Chief, HMA, OASD(SO/LIC). This office will conduct all interagency coordination as required.

d. HMA Training for DoD Personnel. The HMA basic course at the Humanitarian Demining Training Center (HDTc), Fort Leonard Wood, Missouri, is the only authorized course for DoD personnel to conduct pre-deployment HMA training. Units tasked to conduct HMA training activities will ensure that all instructor personnel attend this course prior to deployment and will not

substitute any other training program for this course without approval of the DoD HMA subgroup.

e. Use of Conventional Forces (CF) for HMA. CF are the preferred U.S. military capability for conducting HMA training with PNs. CF HMA training personnel may consist of any military specialty, but explosive ordnance disposal (EOD) (priority force) personnel, combat engineers, and light infantry lend themselves best to conducting “train-the-trainer”-type HMA missions. EOD forces are the priority trained personnel and are the only DoD personnel trained in the detection, identification, on-site evaluation, rendering safe, recovery, and final disposal of unexploded explosive ordnance. This may include the rendering safe and/or disposal of explosive ordnance that has become hazardous by damage or deterioration when the disposal of such explosive ordnance requires techniques, procedures, or equipment that exceed the normal requirements for routine disposal. EOD personnel are also trained to identify, recover, and evaluate new or modified first-seen explosive ordnance; make technical assessments of such explosive ordnance (EO); and provide technical intelligence reports to appropriate EOD and intelligence agencies. EOD personnel can also develop new EOD procedures (including disposal procedures) for first-seen EO.

f. Special Operations Forces (SOF). U.S. SOF conduct HMA operations with PNs based on USSOCOM coordination with Geographic Combatant Commanders (GCCs) and the Chairman of the Joint Chiefs of Staff as part of the Global Force Management (GFM) process.

g. Explosive Remnants of War (ERW). ERW include land mines, unexploded ordnance (UXO) (mortar rounds, artillery shells, bomblets, rockets, submunitions, rocket motors and fuel, grenades, small-arms ammunition, etc.), and abandoned ammunition storage and cache sites. The DoD HMA training program supports PN efforts to clear all ERW by teaching the disposal of mines and UXO. The HMA program does not support PN efforts to render ERW safe. Exceptions to this restriction must be approved by the Chief, HMA, OASD(SO/LIC).

5. Definitions. See Glossary.

6. Responsibilities. See Enclosure A.

7. Summary of Changes. This instruction:

- a. Updates terminology to reflect current doctrine.
- b. Clarifies responsibilities, reporting requirements, and the GFM process utilized to request and source forces in support of HMA activities.

c. Updates references and removes extraneous information throughout the document.

8. Releasability. This instruction is approved for public release; distribution is unlimited. DoD Components (to include the Combatant Commands), other Federal Agencies, and the public may obtain copies of this instruction through the Internet from the CJCS Directives Electronic Library at:  
[http://www.dtic.mil/cjcs\\_directives](http://www.dtic.mil/cjcs_directives).

9. Effective Date. This instruction is effective on 28 September 2012.



CURTIS M. SCAPAROTTI  
Lieutenant General, U.S. Army  
Director, Joint Staff

Enclosures:

- A—DoD MHA Responsibilities
- B—HMA Program Process
- C—Required Reports
- D—References
- GL—Glossary

TABLE OF CONTENTS

	Page
A DOD HMA RESPONSIBILITIES .....	A-1
General .....	A-1
Authorities .....	A-1
Responsibilities .....	A-1
B HMA PROGRAM PROCESS .....	B-1
Background.....	B-1
HMA Program Process .....	B-1
PCC Subgroup.....	B-1
Restrictions .....	B-4
Other Planning Guidance.....	B-5
Appendix A—HMA Pre-Deployment and Deployment	
Requirements .....	B-A-1
Appendix B—Funding of HMA Missions .....	B-B-1
C REQUIRED REPORTS.....	C-1
Appendix A--Annual DoD Congressional Report.....	C-A-1
D REFERENCES .....	D-1
Part I—References .....	D-1
Part II—Related .....	D-2
GL GLOSSARY .....	GL-1
Part I—Abbreviations and Acronyms .....	GL-1
Part II—Definitions .....	GL-4

(INTENTIONALLY BLANK)

ENCLOSURE A

DOD HMA RESPONSIBILITIES

1. General. The Secretary of Defense is ultimately responsible for the HMA program with three main subordinate entities providing vital support, funding, and coordination: (1) ASD(SO/LIC ) is the principal staff assistant and advisor to the Secretary of Defense for DoD corporate-level HMA policy, planning, and oversight; (2) the Director, Defense Security Cooperation Agency (DSCA), manages the HMA program and is responsible for execution of the Overseas Humanitarian, Disaster, and Civic Aid (OHDACA) appropriation (per reference a); and (3) the Chairman of the Joint Chiefs of Staff provides oversight of DoD HMA training and planning.
2. Authorities. The DoD HMA program is authorized by 10 U.S.C. 407 (reference a).
3. Responsibilities
  - a. ASD(SO/LIC)
    - (1) Serves as DoD lead agency, exercising overall responsibility for corporate-level policy, planning, and review of DoD mine action activities, and as lead USG agent for HMA research and development activities (per reference b).
    - (2) Develops and implements DoD HMA policy based on applicable presidential policy guidance coordinated through the PCC subgroup.
    - (3) Provides guidance to DoD elements and coordinates the allocation of DoD funds for units participating in the HMA program.
    - (4) Coordinates policy for HMA training within the Department of Defense. In accordance with 10 U.S.C. 153(a)(5)(b), the Chairman of the Joint Chiefs of Staff formulates policies for joint training of Armed Forces (per reference c).
    - (5) Provides reports, assessments, and briefings to Congress and other branches of the USG concerning DoD mine action policy, objectives, and programs.
    - (6) Ensures functional requirements to support unclassified collaboration and information sharing with Coalition and interagency partners are provided to the DoD Chief Information Officer.

b. Defense Security Cooperation Agency (DCSA)

- (1) Programs, formulates, justifies, allocates, and executes budget authority for the OHDACA appropriation to support DoD HMA efforts.
- (2) Provides supervision, management, and funding for the HDTA located at Fort Leonard Wood, Missouri.
- (3) Manages the DoD HMA program and coordinates its activities with OASD(SO/LIC) and the Joint Staff.
- (4) Manages, in coordination with relevant Department of State (DoS) offices, foreign military financing programs supporting HMA efforts and specified Nonproliferation, Antiterrorism, Demining and Related Programs (NADR) accounts.
- (5) Assists the Joint Staff, Military Departments, CCDs, PNs, and other organizations in planning, establishing, and executing mine action programs.
- (6) Coordinates with DoS on security assistance policy, budget planning, and execution issues for mine action activities.
- (7) Coordinates CF/SOF HMA training and other events supporting the Department of Defense's HMA program with HDTA.
- (8) Sells defense articles and services, through the foreign military sales program, to PNs for support of mine action programs.

c. Joint Staff. The Joint Staff J-3 Operations Directorate is the office of primary responsibility for HMA activities. This organization:

- (1) Coordinates requested HMA operations and force allocation with CCDRs.
- (2) Provides HMA mission taskings, guidance, specific instructions, and operational control authority to the GCCs.
- (3) Ensures that plans developed by CCDRs include, at a minimum, the number of training deployments anticipated for each mine-affected country in the area of responsibility and time-phasing and milestones for each operation. Also ensures that plans include any subsequent training missions or assessments required and other factors (including projected resource requirements) needed in order to plan for and execute the proposed mission.

(4) Provides oversight of U.S. Armed Forces training programs with PN personnel and units.

(5) Formulates policies for HMA training within the Department of Defense in coordination with OASD(SO/LIC).

d. Geographic Combatant Commands (GCCs)

(1) Plan, coordinate, and provide oversight of HMA training in the areas of operational mission planning, organization, and execution of HMA activities in accordance with GCC HMA or Theater Security Cooperation Programs, as applicable.

(2) Plan, manage, and conduct HMA program development visits (PDVs), other pre-deployment site surveys (PDSSs) as required, and training operations within each GCC's respective area of responsibility.

(3) Prioritize theater HMA program recommendations through the Joint Staff to the Office of the Secretary of Defense and the PCC subgroup.

(4) Execute DoD-funded HMA training programs with PNs.

(5) Coordinate U.S. participation in specified multilateral HMA training/operations; for example, those sponsored by the Organization of American States.

e. Military Departments and USSOCOM

(1) The Secretaries of the Military Departments or Commander, USSOCOM, may carry out humanitarian and civic assistance activities in conjunction with authorized military operations of the armed forces in a country if coordination to conduct such operations is done with ASD(SO/LIC), DSCA, and the Joint Staff, and if the Secretary or Commander concerned determines that the activities will promote:

(a) The security interests of both the United States and the country in which the activities are to be carried out; or

(b) The specific operational readiness skills of the members of the armed forces who participate in the activities.

(2) CF and SOF personnel will conduct mine action training in the areas of operational mission planning, organization, and execution of demining training. Training will include leadership; communications; emergency medical techniques; methods of instruction for cadre personnel; land navigation; safety;

basic demolitions; and techniques to locate, identify, and destroy land mines and other ERW in accordance with the United Nations International Standards for Mine Action.

(3) CF and SOF support personnel will identify and coordinate all administrative and logistical requirements for the conduct of HMA training with PN forces. When required, logistics liaison personnel will organize and facilitate all logistical support in order to enable HMA training. These liaison personnel will not be embedded within the U.S. Embassy. HMA liaison personnel will only deploy as part of an HMA training mission.

(4) Military information support operations (MISO) and civil affairs (CA) specific taskings.

(a) MISO personnel will conduct mine risk education training programs that assist PN governments, international organizations, and nongovernmental organizations (NGOs) in educating the local population on the hazards of land mines and other ERW. Examples include the use of leaflets, radio and television presentations, films, and other designated activities to promote threat identification, avoidance, and reporting.

(b) CA personnel will institute training programs that help the PN establish a national mine action management organization to build its capabilities in management, administration, logistics, equipment maintenance, communications, and information management. CA personnel are instrumental in the establishment of the PN national mine action authority and the coordination of support with international NGOs.

f. Defense Threat Reduction Agency (DTRA). DTRA provides specialized assessments and instruction to PNs on international best practices for PSSM of conventional ammunition. When coordinated, DTRA will:

(1) Execute DoD-funded HMA training in support of CCMDs.

(2) Provide lesson guides and subject-matter expertise on PSSM and ordnance identification to PNs and HDTA.

(3) Provide coordination between contractors and CCMDs for the production of lesson guides and reference materials used for MHA instruction and operations.

(4) In conjunction with HDTA staff, conduct HMA basic course pre-deployment training to DoD personnel at HDTA.

ENCLOSURE B

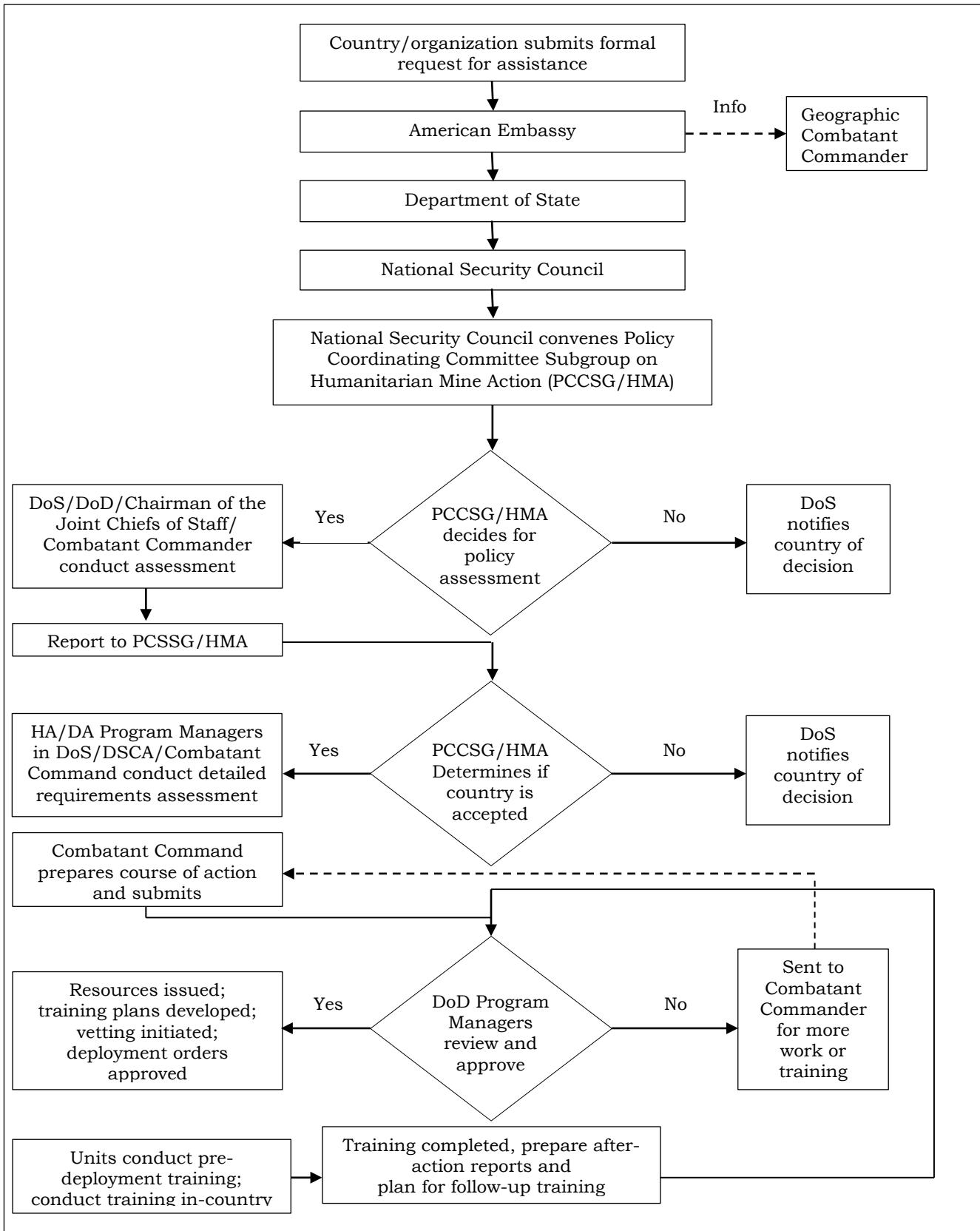
HMA PROGRAM PROCESS

1. Background. Explosive remnants of war (ERW) result in thousands of casualties each year and pose an enduring threat to indigenous populations in countries exposed to ERW. The costs of victim care and assistance greatly exceed the costs required to clear ERW. ERW also pose obstacles to efforts to restore societies subjected to war and other conflict. They threaten lives, jeopardize social reintegration, retard economic reconstruction and recovery, and undermine prosperity, presenting overall challenges and complications to regional stability and security.
2. HMA Program Process. Any country experiencing the adverse effects of uncleared ERW may request U.S. assistance. The country must formally request help from DoS through the U.S. Embassy. The Country Team provides a copy of the request to the GCC. DoS brings the request to the interagency PCC Subgroup on Humanitarian Mine Action (PCCSG/HMA) chaired by the National Security Council (NSC). The PCCSG/HMA determines if assistance is warranted. DSCA (Program Directorate) manages, coordinates, and monitors execution of the DoD HMA training operations and related program activities. DSCA assists the Chairman of the Joint Chiefs of Staff, USSOCOM, GCCs, host countries, and other organizations in planning for, establishing, and executing mine action programs. DSCA reviews budget proposals for all demining-related activities in coordination with OASD(SO/LIC) (reference d). See also Figure B-1, Humanitarian Mine Action Flowchart.

3. PCC Subgroup

- a. General. On 13 September 1993, the NSC directed DoS to establish an interagency working group (IWG) on land mines and demining. Implementation of this directive resulted in the establishment of core concepts for the USG HMA program. In October 1997, the White House re-energized the USG to expand international coordination and contributions for HMA. In January 2001, the White House directed the NSC to abolish existing IWGs and to create a different structure of geographical and functional PCCs. As a result, the previously established IWG on land mines and demining ended, and a PCC on democracy, human rights, and international operations was established.

Figure B-1. Humanitarian Mine Action Process Flowchart



b. Membership. The following USG agencies participate in the PCC subgroup:

- (1) National Security Council (oversight)
- (2) Department of State (Co-Chair)
- (3) Department of Defense (Co-Chair)
- (4) United States Agency for International Development (USAID)
- (5) Central Intelligence Agency

c. Objectives. The PCC subgroup is the executive coordinating body for all USG HMA efforts. Its objectives are as follows:

- (1) Approve, implement, and provide oversight of the interagency strategic process for HMA.
- (2) Induct new programs into the USG HMA network based upon recommendations resulting from the policy assessment visits.
- (3) Determine the form of USG mine action assistance for new programs.
- (4) Conduct HMA technology development activities.
- (5) Coordinate and integrate, where appropriate, USG mine action programs with those of other donors.

d. Roles and Responsibilities. The PCCSG/HMA has no permanent staff or separate funding. It meets quarterly, or more often if required. Each representative on the PCC subgroup is responsible for coordinating and reporting its agency's or office's position, including dissenting views, on all mine action-related subjects for discussion at the PCC subgroup meetings. The principal departments and agencies represented on the PCC subgroup have their own legislative and funding authorities. The USG interagency program process for HMA (reference d) describes differing roles and responsibilities for project nomination in addition to specific program activities and restrictions.

e. CCMDs and U.S. Country Teams monitor and oversee the ongoing HMA program activities and end-state effort. Activities will be coordinated with other USG agencies (and NGOs, as appropriate) with distinct responsibilities and

clear transition points included in the overall HMA plan. Such HMA plans must be thorough, tied to discernible milestones, reflect current policy, and include a clearly defined end state for DoD participation.

f. Deployments and supporting activities (including contracts and purchases) must be planned and phased from the inception of a new PN program through the assessment, training, and development phase and, finally, through the sustainment phase, if required. The DoD end state is reached when CCMD assessments determine that the PN has successfully created its own indigenous capability and can conduct demining operations without needing any additional training provided by U.S. Forces, and/or the Department of Defense relinquishes HMA responsibilities to DoS.

g. Planning covers all elements of DoD HMA participation in the PN for a 2-year period. Developing a sustainable indigenous capability may require numerous training iterations and several years before a modicum of success is achieved. DoD HMA plans are the responsibility of the CCDRs and are to be updated annually in coordination with the PN, country team, and DoS, as applicable. Plans will include budgetary information as well as measures of effectiveness for each program.

#### 4. Restrictions

a. DoD HMA activities are funded from the OHDACA appropriation. The CCMDs may purchase limited demining equipment and supplies necessary for the conduct of the trainer program and transfer the equipment to the PN or designated agent upon completion of the DoD training program. An annual "cap" on the level of transfer to the PN will be provided to each CCMD by DSCA on fund authorization documents. The CCMD must report equipment transfer during the fiscal year to DSCA.

b. The Joint Staff and CCMDs will ensure that only USG personnel (military or civilian) participate in teams conducting pre-mission planning. Contractor personnel, whose sponsoring company may subsequently profit from requirements analysis, are not authorized to participate in the assessment process unless such participation is approved by the Director, DSCA, with concurrence from ASD(SO/LIC).

c. 10 U.S.C. 407 (reference a) provides three major restrictions on the HMA program:

(1) Members of the Armed Forces may not engage in the physical detection, lifting, or destroying of land mines, or stockpiled conventional munitions, or other ERW, unless it is done for the concurrent purpose of

supporting a U.S. military operation. These restrictions also apply to DoD civilians participating in the HMA training program.

(2) No member of the Armed Forces, while providing HMA training, may provide such assistance as part of a military operation that does not involve the Armed Forces. For the purpose of this publication, this shall mean no member of the U.S. Armed Forces may provide HMA training/assistance as part of a foreign military operation that does not involve the U.S. Armed Forces.

(3) The cost of equipment, services, or supplies that are to be transferred or otherwise furnished to PNs, worldwide, is limited to \$10 million per fiscal year, program-wide (reference a).

d. The Leahy Amendment, an annual requirement in each Defense Appropriations Act, prohibits DoD-funded training support to any program, to include HMA activities, for any foreign country's security forces if the Department of Defense receives credible information from DoS that the unit receiving training has committed a gross violation of human rights (unless all necessary corrective steps have been taken).

e. No military assistance (other than demining or destruction assistance) shall be furnished for cluster munitions, and no cluster munitions or cluster munitions technology shall be sold or transferred unless (reference e):

(1) The submunitions of the cluster munitions, after arming, do not result in more than 1 percent UXO across the range of intended operational environments; and

(2) The agreement applicable to the assistance, transfer, or sale of such cluster munitions or cluster munitions technology specifies that the cluster munitions will only be used against clearly defined military targets and will not be used where civilians are known to be present or in areas normally inhabited by civilians.

5. Other Planning Guidance. U.S. Forces will not degrade their operational capabilities by providing equipment in excess of what was programmed to remain with the PN. The Department of Defense authorizes and encourages activities that enhance mission accomplishment and U.S. military personnel training and readiness. These include the following:

a. Deployment of U.S. troops (temporary duty, transportation, and subsistence). Additionally, support expenses such as costs of contracts for food preparation, drivers, interpreters, and purchase of supplies and equipment needed to conduct training activities can be funded.

- b. Purchase of equipment and supplies to allow deployed U.S. Forces to improve their specific operational skills in HMA, training, and mine risk education capabilities. Equipment provided will be compatible with that currently used by U.S. Forces. Exceptions may be approved by the Director, DSCA, with concurrence of the Joint Staff. Equipment returning with redeployed teams may be used for other training events that increase skill sets/METLs of U.S. Forces that may be deployed on subsequent HMA training activities.
- c. CCDRs are responsible for management and control of equipment and supplies to be transferred to PNs. Their HMA program managers are authorized to authenticate letters of transfer specifying remaining materiel to be retained by the PN. The letter will be furnished to the U.S. Embassy HMA point of contact for administrative processing and acceptance of the materiel by PN representatives. A list of transferred nonexpendable equipment will be provided to the applicable DoS political military/weapons removal and abatement program manager for the purpose of continued inventories to ensure no misuse occurs. Issues pertaining to transfer of equipment to PNs will be worked through DSCA.
- d. Contracting for services that cannot be accomplished by U.S. Forces but would improve the ability of participating U.S. military to conduct HMA operations. These activities will be reflected in the budget estimate for the country program and may include the following:
  - (1) Collection and analysis of demographic factors—knowledge of land mine threat, rates of land mine casualties, and impact on the economy. This is important for education and technical assistance with respect to the detection and clearance of land mines.
  - (2) Measures of effectiveness analysis, including assessments of the threat and an examination of the success of the program as it relates to the PN's ability to assimilate training and apply that training to achieve goals leading to establishing an indigenous, self-sustaining mine action program.
  - (3) Contracted services to support HMA operations and planning including budgeting and logistics assistance.
  - (4) Contracting for medical evacuation support for demining training and operations.
- e. Purchase of non-lethal land mine clearing equipment and supplies to be transferred to the PN to support PN ability to conduct and sustain HMA operations, to include:

- (1) Hand-held and small, mobile mine detection equipment.
- (2) PN global positioning systems.
- (3) Training support equipment to enhance the PN self-training capacity.
- (4) Basic life support and mine protection equipment.
- (5) Basic office supplies and equipment.
- (6) Production equipment for mine awareness products.
- (7) Nonlethal, individual or small-team mine destruction and neutralization equipment and supplies including new technologies developed for mine detection, destruction, or neutralization.
- (8) Individual deminer field and survival equipment.
- (9) Basic computer systems to manage data.
- (10) Basic communications equipment to enhance demining operations, such as short- or long-range units for command and control.
- (11) Basic medical supplies and equipment.
- (12) Basic demolitions to support training operations.

f. GCCs should plan for including SOF Reserve Component (RC) units and personnel in their respective HMA programs during the annual GFM conference.

g. Public affairs support is encouraged as HMA activities are excellent opportunities to publicize the Department of Defense's role in assisting PNs to rid themselves of ERW contamination. Additionally, publicizing accomplishments to the PN population can improve DoD visibility by conveying that the USG is concerned about the well-being of the PN population; show that the PN government is capable and willing to provide essential services to its population; and demonstrate that the PN government has the ability to forge strategic partnerships in the interests of security and stability in the PN or region.

(INTENTIONALLY BLANK)

APPENDIX A TO ENCLOSURE B

HMA PRE-DEPLOYMENT AND DEPLOYMENT REQUIREMENTS

1. General. The Joint Staff J-3 directorate prepares deployment orders (DEPORDs) in response to a valid request for forces (RFF) in accordance with the current Global Force Management (GFM) Allocation Business Rules as contained in Section III of the Global Force Management Implementation Guidance (GFMIG). J-33 maintains the GFM Allocation Business Rules on the Joint Operations Directorate GFM Web portal at <<http://jointstaff.js.smil.mil/portal/site/jsportal/j33gfmdiv>>.
2. Request for Forces. An RFF is required for all DoD-funded training events, not approved in the GFM process, for which a CCDR requests support from assets outside the theater. The RFF will be submitted to the Joint Staff by the CCDR in accordance with the GFM Allocation Business Rules (see paragraph 1 above).
  - a. DoD-funded training includes counterdrug training and HMA deployments as well as any training activities conducted under the CCDR Initiative Fund and Cooperative Threat Reduction Program.
  - b. Training does not include the following:
    - (1) Exercises. Incidental training is permitted as part of an exercise, to include familiarization, safety, and interoperability training with a force when necessary to permit the conduct of the exercise.
    - (2) Individual and collective interface activities—e.g., individual or subject-matter expert exchanges, military-to-military contacts, seminars and conferences, partnership, and other small unit exchanges—where the primary focus is interoperability or mutually beneficial exchanges and not training of foreign security forces.
    - (3) Bona fide familiarization, orientation visits, PDVs, or any subsequent assessment visits determined necessary by the CCDRs.

3. Human Rights Verification (HRV)

- a. HRV shall be accomplished in accordance with established DoS procedures. Contact the U.S. embassy in the home country of the individual or unit to be trained for the most current vetting procedures. GCC representatives should work through the respective Defense Attaché at the embassy or contact the geographical bureau regional office if having difficulty establishing post points of contact. HRV is required only for training of PN security forces, not civilian personnel.

b. CCDR HMA monthly notification messages will include the following human rights certification statement from DoS via the U.S. Embassy in the PN where training is to be conducted: "The DoS possesses no credible information of gross violations of human rights by the (name of designated unit), or a member of that unit, as of this date." (This is referred to as the DoS human rights clearance message.) The notification will be returned without action if this statement (or approved modification) and message references are not included.

c. The following procedures will ensure that all DoD-funded training is provided only to units and/or individuals of a foreign security force that have been reviewed and approved:

(1) Funded Training. Ensures that all DoD-funded training is provided only to foreign units and/or individuals reviewed and approved under the HRV process. A GCC representative will conduct a final check of all participating units and/or individuals prior to training. If possible, avoid assigning members of the DoD training element as the final checker. The check will be based on the final DoS human rights clearance message (units and/or listed individuals) as described below. In the after-action report, indicate that the final check was completed. If uncleared units and/or individuals uncleared by name show up for training, report such incidents to the embassy point of contact.

(2) Units. Prior to commencement of training, a GCC representative will check that DoS has reviewed and cleared each unit (or partial unit) to be trained and that all individuals to receive training are assigned to the unit(s) to be trained. The check may be accomplished by verbally confirming that trainees are from the approved unit(s) using the DoS message; individual roster verification is not required. As a general rule, DoS asks posts to consider the lowest organizational element of a security force capable of exercising command discipline over its members when determining the appropriate level for HRV.

(3) Individual Training. Prior to commencement of training, a GCC representative will check that the individuals to be trained are those whom DoS has reviewed and cleared. The check of individuals may be accomplished by roll call using the DoS message.

4. DEPORD Changes. Subject to the requirements stated in the current fiscal year (FY) Global Force Management Allocation Plan, CCDRs may make minor changes to previously approved deployments. SecDef approval is required for changes to a SecDef-approved DEPORD when:

- a. Changes in deployment or redeployment dates greater than 10 days occur; however, any exception to the 365-day boots-on-the-ground or RC mobilization policy require SecDef approval.
- b. The number of deploying U.S. SOF participants increases by more than 100 personnel.
- c. The change would cause an approved mission to exceed authorities delegated to the supported CCDR.

(INTENTIONALLY BLANK)

APPENDIX B TO ENCLOSURE B

FUNDING OF HMA MISSIONS

1. Congress. Funding for mine action is appropriated to the Department of Defense, DoS, and the United States Agency for International Development (USAID). Eight legislative committees oversee HMA activities. They are:

a. For the Department of Defense:

- (1) House Appropriations Subcommittee on Defense
- (2) House Armed Services Committee
- (3) Senate Appropriations Subcommittee on Defense
- (4) Senate Armed Services Committee

b. For the Department of State:

- (1) House Appropriations Subcommittee on Foreign Operations, Export Financing and Related Programs
- (2) House International Relations Committee
- (3) Senate Appropriations Subcommittee on Foreign Operations
- (4) Senate Foreign Relations Committee

c. Each appropriation used to support U.S. HMA efforts has unique authorities on the use, transfer, and period of availability. These authorities may change yearly, and specific congressional guidance for expenditures in any country is common.

2. Department of Defense

a. ASD(SO/LIC) provides policy guidance to DSCA. DSCA plans, programs, and budgets DoD funds through the DoD planning, programming, budgeting, and execution process. After appropriation, OHDACA budget authority is allocated to the CCDRs to execute HMA projects in accordance with their approved plans.

b. ASD(SO/LIC) is also responsible for the research and development (R&D) program. R&D funds are provided to develop and demonstrate technologies, techniques, and equipment that make demining operations safer,

more cost effective, and more efficient. Efforts are concentrated on commercial-off-the-shelf individual deminer personal protection, land mine detection and clearance, and mine risk education training technologies that can be rapidly prototyped and shared with the international community.

3. Department of State (DoS)

- a. DoS funds HMA assistance from the foreign operations appropriations account NADR programs. NADR funding provides demining support to foreign countries through in-kind contributions, contractor support, and nongovernmental and international organizations. DoS also may provide funds for HMA activities from other foreign operations accounts.
- b. DoS develops the foreign operations budget with input from DoS, DoD, USAID, and other agencies and organizations (such as the PCCSG/HMA) during the budget process. The Secretary of State's budget proposal is presented to the Office of Management and Budget (OMB). After OMB review, DoS prepares the Congressional Budget Justification on Foreign Operations. DoS, DoD, and USAID officials may present congressional testimony in defense of the President's foreign operations request.
- c. OMB apportions NADR funds annually to DoS after Congress appropriates them. NADR funds are allocated in accordance with DoS country plans coordinated with HN governments, the U.S. Embassy, and other HMA stakeholders. NADR demining funds may remain in the country's respective account for up to 6 years from the time that the money is obligated until it is disbursed.
- d. USAID is funded through the foreign operations appropriations. This funding supports programs developed in accordance with the strategic objectives of the USAID mission and the agency goals of encouraging broad-based economic growth, protecting the environment, stabilizing world population growth, protecting human health, and building democracy. USAID's focus is on development (helping people to help themselves) and HA. USAID provides holistic support to mine survivors and their families through the Leahy War Victims Fund.
- e. Demining equipment available to USAID and DoS and used in support of the clearance of land mines and UXO for humanitarian purposes may be disposed of on a grant basis in foreign countries, subject to such terms and conditions as the Secretary of State may prescribe.

ENCLOSURE C

REQUIRED REPORTS

1. To ascertain the information necessary to monitor the progress and activities of the HMA program, each CCDR's office of primary responsibility for HMA activities will submit the following reports to DSCA.

a. Annual Congressional Report. Submit HMA activities to the Senate Armed Services Committee, the Senate Foreign Relations Committee, the House Armed Services Committee, and the House Foreign Affairs Committee not later than 1 March of each year. Provide the annual GCC roll-up report to DSCA not later than 30 November of each year to support DSCA compilation of this report. The report will include a list of countries in which HMA projects and/or activities occurred during the preceding fiscal year and the type, description, and funding expended for each activity. The format is provided at Appendix A.

b. After-Action Reports (AARs). Submit AARs for completed HMA missions in accordance with instructions in the mission DEPORD. CCMD HMA Program Managers will ensure the completed AAR is submitted into the Overseas Humanitarian Assistance Shared Information System within 30 days of mission completion.

(INTENTIONALLY BLANK)

APPENDIX A TO ENCLOSURE C

DEPARTMENT OF DEFENSE FISCAL YEAR REPORT ON HMA

1. CCMD HMA Program Managers will forward input for the annual Department of Defense Fiscal Year Report on HMA to the DSCA Program Manager not later than 1 October each year for the preceding fiscal year. The DSCA Program Manager will provide a formatted spreadsheet for data entry not later than 1 August each year.
2. Pursuant to 10 U.S.C. 407, the following information is required for the annual report to Congress:
  - a. List of countries in which humanitarian demining assistance or stockpiled conventional munitions assistance was carried out during the preceding year.
  - b. Type and description of humanitarian demining assistance carried out in each country during the preceding fiscal year and whether such assistance was primarily related to humanitarian demining efforts or stockpiled conventional munitions assistance.
  - c. List of countries in which HMA assistance or stockpiled conventional munitions assistance could not be carried out during the preceding fiscal year due to insufficient numbers of DoD personnel to perform such activities.
  - d. The amount expended in carrying out such assistance in each country during the preceding fiscal year, broken out by total cost of supplies, equipment, and services (SE&S). Total cost is the sum of U.S. Forces' travel expenses and SE&S expenditures.
3. A brief narrative for each country describing the number of missions conducted, type of assistance delivered, objectives met, type and number of trainers, and type and number of HN personnel trained.

4. Sample Report

- a. During FY XXXX, 10 U.S.C. 407 authorized the Department of Defense to provide supplies, equipment, and services (SE&S) to participating partner nations (PNs) in a worldwide amount not to exceed \$10 million. SE&S support during FY XXXX totaled \$X,XXX,XXX.

<b>Partner Nation (PN)</b>	<b>Total Cost (\$000)</b>	<b>SE&amp;S Cost (\$000)</b>	<b>Type HMA Activity<sup>1</sup></b>	<b>Primary Effort<sup>2</sup></b>
Albania	170	125	1, 3, 4	S
Chad	190	36	1, 2, 4	H
<b>Country Totals</b>	<b>360</b>	<b>161</b>		
HDTC	78	37		
<b>Grand Total</b>	<b>438</b>	<b>198</b>		

b. HMA assistance was not provided due to an insufficient number of DoD personnel in the following countries:

Note:<sup>1</sup> HMA activity type codes are as follows: (1) PN mine action program/infrastructure development to include program assessment visits; (2) demining and other ERW survey, marking, mapping, clearance, disposal, and quality assurance/control training; (3) PSSM, to include training and technical assistance with respect to explosive safety, disposal, demilitarization, physical security, and stockpile management; (4) mine victims assistance to include first responder/advanced medical, surgical, and rehabilitation training; and (5) mine risk education and ERW awareness.

Note:<sup>2</sup> Use "H" if the primary effort was related to humanitarian demining assistance or use "S" if the primary effort was related to stockpiled conventional munitions assistance.

ENCLOSURE D

PART I—REFERENCES

- a. 10 U.S.C. 407, 3 January 2012, “Humanitarian Demining Assistance and Stockpiled Conventional Munitions Assistance; Authority; Limitations”
- b. DoDD 5111.10, 21 October 2011, “Assistant Secretary of Defense for Special Operations and Low-Intensity Conflict (ASD(SO/LIC))”
- c. 10 U.S.C. 401, 3 January 2012, “Humanitarian and civic assistance provided in conjunction with military operations”
- d. DSCA 5105.38-M, 30 April 2012, “Security Assistance Management Manual,” <<http://www.dsca.osd.mil/samm/esamm/c00/0.01.htm>> (NIPRNET-accessed: 26 June 2012).
- e. Consolidated Appropriations Act, 2012, section 7054, “Landmines and Cluster Munitions”

PART II—RELATED

- j. Presidential Decision Directive/NSC-48, 23 June 1996, “Anti-Personnel Landmines”
- k. Presidential Decision Directive/NSC-64, June 1998, “Anti-Personnel Land Mines: Expanding Upon and Strengthening U.S. Policy”
- l. SecDef USD(P)/SO/LIC-PK-HA, Washington, D.C., GENADMIN 181245ZAPR00, “Interim Policy Guidance on Use of Military Forces for Humanitarian Demining Missions”
- m. SecDef memorandum, 17 June 1996, “Implementation of the President’s Decision on Anti-Personnel Land Mines”
- n. U.S. Landmine Policy Announcement, 27 February 2004,  
[www.state.gov/t/pm/wra/c11735.htm](http://www.state.gov/t/pm/wra/c11735.htm)
- o. United States Government Interagency Humanitarian Demining Strategic Plan, 12 April 2000, “The Interagency Working Group on Humanitarian Demining”
- p. Humanitarian Demining Program Policy and Procedures Manual, Department of State, January 2002 Edition
- q. “To Walk the Earth in Safety,” 5th Edition, August 2004, Department of State, Bureau of Political-Military Affairs, HTML Format:  
[www.state.gov/T/PM/RLS/walkearth/2004](http://www.state.gov/T/PM/RLS/walkearth/2004); PDF Format:  
[www.state.gov/documents/organization/37174.pdf](http://www.state.gov/documents/organization/37174.pdf)
- r. Humanitarian Demining Training Center (HDTc) Web site, Ft. Leonard Wood, MO, [www.wood.army.mil/hdtc](http://www.wood.army.mil/hdtc)
- s. Humanitarian Demining Web site, [www.demining.brtrc.com/](http://www.demining.brtrc.com/), sponsored by the U.S. Army Communications-Electronics Command, Night Vision and Electronic Sensors Directorate, Countermine Division
- t. Humanitarian Mine Action Web site, James Madison University, Mine Action Information Center (MAIC), [www.maic.jmu.edu](http://www.maic.jmu.edu)

## GLOSSARY

Unless otherwise stated, the terms and definitions contained in this glossary are for the purposes of this instruction only.

### PART I—ABBREVIATIONS AND ACRONYMS

AAR	after-action report
APL	antipersonnel land mine
ASD(SO/LIC)	Assistant Secretary of Defense (Special Operations/Low-Intensity Conflict)
CA	civil affairs
CCDR	Combatant Commander
CCMD	Combatant Command
CF	conventional forces
CJCS	Chairman of the Joint Chiefs of Staff
CJCSI	Chairman of the Joint Chiefs of Staff instruction
DEPORD	deployment order
DoD	Department of Defense
DoS	Department of State
DSCA	Defense Security Cooperation Agency (formerly Defense Security Assistance Agency)
DTRA	Defense Threat Reduction Agency
EO	explosive ordnance
EOD	explosive ordnance disposal
ERW	explosive remnants of war
FY	fiscal year
GCC	Geographic Combatant Commander
GENADMIN	general administration (message)
GFMIG	Global Force Management Implementation Guidance
HA	humanitarian assistance
HDTG	Humanitarian Demining Training Center
HMA	humanitarian mine action
HMAO	humanitarian mine action operations
HMAP	Humanitarian Mine Action Program
HN	host nation
HRV	human rights verification
IWG	interagency working group

MAC	mine action center
METL	mission-essential task list
MISO	military information support operations
MRE	mine risk education
NADR	Nonproliferation, Antiterrorism, Demining and Related Programs
NDO	National Demining Office
NGO	nongovernmental organization
NSC	National Security Council
OASD(SO/LIC)	Office of the Assistant Secretary of Defense (Special Operations/Low-Intensity Conflict)
OHASIS	Overseas Humanitarian Assistance Shared Information System
OHDACA	Overseas Humanitarian, Disaster, and Civic Aid
OMB	Office of Management and Budget
PCC	Policy Coordination Committee
PCCSG/HMA	PCC Subgroup on Humanitarian Mine Action
PDSS	pre-deployment site survey
PDV	program development visit
PN	partner nation
PPBS	planning, programming, and budgeting system
PSSM	physical security and stockpile management
R&D	research and development
RC	Reserve Component
UFF	request for forces
SC	security cooperation
SecDef	Secretary of Defense
SE&S	supplies, equipment, and services
SF	Special Forces
SOF	special operations forces
U.S.	United States
USAID	United States Agency for International Development
U.S.C.	United States Code
USD(P)	Under Secretary of Defense for Policy
USG	U.S. Government
USIS	United States Information Service
USSOCOM	U.S. Special Operations Command
UXO	unexploded ordnance

## PART II—DEFINITIONS

**antipersonnel landmine**—A mine primarily designed to be exploded by the presence, proximity, or contact of a person that will incapacitate, injure, or kill one or more persons. (Convention on Conventional Weapons, Amended Protocol II, 3 May 1996.)

**Combatant Commander**—Commander of a Combatant Command.

**countermine operations**—Tactical countermine operations focus on enhancing force maneuverability and mobility, where minefields are rapidly detected in all possible conditions and where breaching provides for rapid mine clearance through selected areas without the need for finding individual mines.

**country team**—The senior, in-country, United States coordinating and supervising body, headed by the chief of the United States diplomatic mission and composed of the senior member of each represented United States department or agency, as desired by the chief of the United States diplomatic mission. Also called CT. (JP 1-02. Source: JP 3-07.4.)

**demining operations**—Any activity or operation related to humanitarian mine action and executed in support of a national headquarters or the NDO.

**detection**—The actual confirmation and location of mines.

**DoD-funded training**—Instruction of foreign security force personnel with the specific purpose of improving the capabilities of foreign security forces.

**explosive ordnance**—All munitions containing explosives, nuclear fission or fusion materials, and biological and chemical agents. (JP 1-02. Source: JP 3-34.)

**explosive ordnance disposal**—The detection, identification, on-site evaluation, rendering safe, recovery, and final disposal of unexploded ordnance. Also called EOD. (JP 1-02. Source: JP 3-34.)

**explosive ordnance disposal procedures**—Those particular courses or modes of action taken to diagnosis, render safe, recover, or perform final disposal of explosive ordnance or any hazardous material associated with an explosive ordnance disposal incident.

a. **access procedures**—Those actions taken to locate exactly and gain access to unexploded ordnance.

b. diagnostic procedures—Those actions taken to identify and evaluate unexploded explosive ordnance.

c. render safe procedures—The portion of the explosive ordnance disposal procedures involving the application of special explosive ordnance disposal methods and tools to provide for the interruption of functions or separation of essential components of unexploded ordnance to prevent an unacceptable detonation.

d. recovery procedures—Those actions taken to recover unexploded ordnance.

e. final disposal procedures—The final disposal of explosive ordnance, which may include demolition or burning in place, removal to a disposal area, or other appropriate means.

**explosive ordnance disposal unit**—Personnel with special training and equipment who render explosive ordnance safe, make intelligence reports on such ordnance, and supervise the safe removal thereof. (JP 1-02. Source: JP 3-34.)

**explosive remnants of war**—Includes unexploded ordnance and abandoned explosive ordnance.

**Geographic Combatant Commander**—Commander of a regional Combatant Command.

**humanitarian demining**—See humanitarian mine action.

**humanitarian mine action**—Activities that strive to reduce the social, economic, and environmental impact of landmines, unexploded ordnance, and small arms ammunition. Also characterized as ERW. (JP 1-02. Source: JP 3-15.)

**interagency**—Of or pertaining to USG agencies and departments, including the Department of Defense. See also interagency coordination. (JP 1-02. Source: JP 3-08.)

**land mine**—Explosive charge placed under, on, or near the ground or other surface area and designed to be exploded by the presence, proximity, or contact of a person or vehicle (Convention on Conventional Weapons, Amended Protocol II, 3 May 1996).

**mine action**—All aspects at a national program level that address the mine problem in a country.

mine action center (MAC) —Usually refers to a facility containing personnel who coordinate and assist the national mine action activities in a country.

mine risk education training—A program that assists PN governments, international organizations, and NGOs to train local populations to deal with land mines until the mines can be permanently removed. It encompasses mine awareness training, multimedia presentations, posters, and children's programs and includes actions to take when ERW are found with the intent to modify behavior patterns to reduce casualties.

mine clearance training—Instruction for PN personnel (and NGOs) to train PN military or government groups in basic techniques for locating, identifying, and destroying land mines and unexploded ordnance and other ERW within a mined area.

minefield survey—A detailed report that gathers, evaluates, analyzes, and makes available information on the mine and unexploded ordnance (or ERW) threat in order to assist in planning demining projects.

Nonproliferation, Antiterrorism, Demining, and Related Programs (NADR)— Account of the Department of State's foreign operations budget (Function 150).

nongovernmental organization (NGO) —Transnational organizations of private citizens that maintain a consultative status with the Economic and Social Council of the United Nations. NGOs may be professional associations, foundations, multinational businesses, or simply groups with a common interest in humanitarian assistance activities (development and relief).

public affairs officer—Press and cultural affairs specialists who maintain close contact with the local press and with resident or visiting United States journalists.

Policy Coordination Committee on Democracy, Human Rights, and International Operations Subgroup on Humanitarian Mine Action— Replaced Humanitarian Demining Interagency Working Group in 2001.

special forces—U.S. Army forces organized, trained, and equipped specifically to conduct special operations.

special operations forces (SOF)—Those Active and Reserve Component forces of the Military Services designated by the Secretary of Defense and specifically organized, trained, and equipped to conduct and support special operations.

Stockpiled conventional munitions assistance—Training and support in the disposal, demilitarization, physical security, and stockpile management of potentially dangerous stockpiles of explosive ordnance. Includes activities related to the furnishing of education, training, and technical assistance with respect to explosive safety; the detection and clearance of land mines and other ERW; and the disposal, demilitarization, physical security, and stockpile management of potentially dangerous stockpiles of explosive ordnance.

survivors' assistance—Any activity associated with restoring survivors of ERW incidents to a productive life and livelihood, such as return and/or resettlement of refugees, medical rehabilitation of individuals, and training or retraining in civilian pursuits made necessary because of the effects of ERW.

train-the-trainer methodology—A concept for training instructors who then train other personnel in learned techniques.

unexploded ordnance (UXO)—Explosive ordnance, primed, fused, armed, or otherwise prepared for action, that has been fired, dropped, launched, projected, or placed in such a manner as to constitute a hazard to operations, installation, personnel, or material and that remains unexploded either through malfunction or design, or for any other cause.

USAID Mission Directors—Personnel responsible for USAID programs, including dollar and local currency loans, grants, and technical assistance.